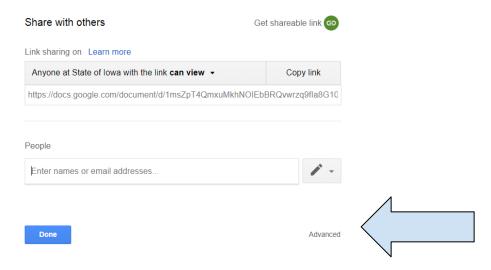
IOWA DEPARTMENT OF EDUCATION GUIDANCE



January 1, 2020

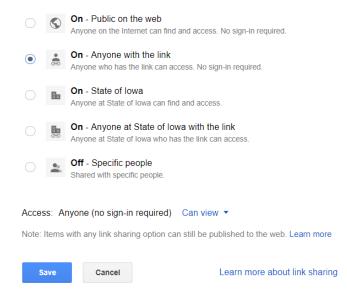
Link share settings

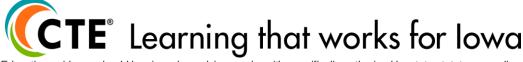
1. Once completed, click "share" in the upper right of the document and click "Advanced" in the lower right on the Share dialog box. Sharing works for any file type (Word, Excel, PowerPoint, Google Docs, Google Sheets, Google Slides, PDF, PNG, etc.)



2. Click on "change" under the access rights and select "Anyone with a link" and save.

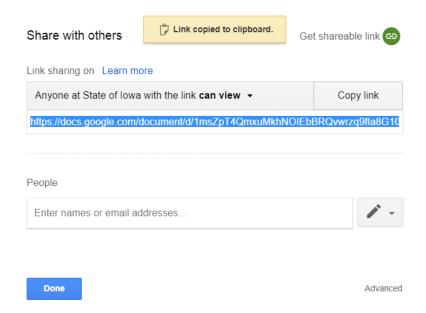
Link sharing





4. Go back to "Share" and copy the link to paste into the RPP spreadsheet in the appropriate column.

Full RPP Spreadsheet Link - https://docs.google.com/spreadsheets/d/15nMbwYQzcLsRIUE-11yXz-UfC2rlCr-qVW3CEfv 9XQ/copy?usp=sharing



5. Once the spreadsheet and review is complete, upload the spreadsheet to lowaGrants.

Additional Notes:

Microsoft Documents - To change a Microsoft document (Word, Excel, PowerPoint, etc.) to a Google Doc, right click on the document and select "Open with..."

Google Document doesn't have letter Program Self-Study Best Practices Microsoft Document has a "W" Program Self-Study Best Practices.docx

Adobe Files - PDF files don't easily convert to Google Docs and hyperlinks may not work once converted. It's recommended to not upload a PDF Self Study.